



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2013 - JUNE 30, 2014
Deadline: July 18, 2014**

1. DEPARTMENT INFORMATION:

Department: Health & Human Services Agency
Division/Unit: Public Health Services/ HIV, STD & Hepatitis Programs

2. VOLUNTEER PROGRAM BENEFITS:

a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc).

No. of Vol.	1	Hours	400	X	\$22.55	=	\$9,020.00
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Types of work performed by GENERAL VOLUNTEERS in this category:

Assisted with administrative duties in the STD Clinic front office including, but not limited to, registration, filing, and creating charts.

b. INSTITUTIONAL VOLUNTEERS (this section should include honor camp inmates, PIC/RETC, GAIN, etc.)

No. of Vol.		Hours		X	\$22.55	=	\$0.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

No. of Vol.		Total Hours	0	Total Value =	\$0.00
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>		<u>Hours</u>	<u>Dollar Benefit</u>		
2a.	<u>1</u>	<u>400</u>	<u>\$9,020.00</u>		
2b.	<u>0</u>	<u>0</u>	<u>\$0.00</u>		
2c.	<u>0</u>	<u>0</u>	<u>\$0.00</u>		
Total Vol.	1	Hours	400	Total Value =	\$9,020.00

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated:	_____	Value:	_____
Item Donated:	_____	Value:	_____
Item Donated:	_____	Value:	_____
Item Donated:	_____	Value:	_____
Item Donated:	_____	Value:	_____

TOTAL VALUE =	\$0.00
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4. VOLUNTEER PROGRAM COSTS:

a. Cost of supervision of volunteers (total hours of direct supervision multiplied by the hourly rate of staff person (s) directly supervising program volunteers.)

Hours	16	X	Rate	\$44.66	=	\$714.56
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b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours		X	Rate		=	\$0.00
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c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS	=	\$0.00
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d. TOTAL OF VOLUNTEER PROGRAM COST (add 4a, 4b, and 4c)	=	\$714.56
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5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$9,020.00</u>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	<u>\$0.00</u>
c. Subtract Total of Program Costs, Item 4d (Page 3)	<u>\$714.56</u>

TOTAL PROGRAM BENEFIT

\$8,305.44

6. RECRUITING:

Please describe your recruiting programs:

None. Interested candidates often contact PHS or HSHB seeking volunteer opportunities.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2014-15:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

The goal for an administrative intern in the STD Clinic is to help with the large workload while also training someone for future employment with the County. Activities include learning about patient registration, filing, assembling charts, and other administration duties as needed and agreed upon between the volunteer and staff. One volunteer is allowed at a time. No formal recruitment occurs. Resumes and letters of interest are often received at PHS Administration, or directly by HSHB. Volunteers are trained by the Public Health Nurse Supervisor. Recognition and specific goals are determined on a case by case basis.

9. GENERAL INFORMATION:

Name of person completing report: Lauren Brookshire

Phone: (619) 293-4705

Mail Stop: P505

E-Mail: Lauren.Brookshire@sdcc

Volunteer Coordinator: Saman Yaghmaee

Phone: (619) 542-4133

Mail Stop: P578

E-Mail: saman.yaghmaee@sdcc

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE

7-29-14

DATE